CREW LIST FORM
Instructions and advice

FOREWORD

The crew list form approved during AGM NICE 2010 is a spreadsheet, the file is .xls but can be opened with several freeware. The use of this form is mandatory for major events. The N.O.R. of a major event should have:

CREW LIST

The crew list with the name of crew members and substitutes shall be delivered not later than ___(a)_____ (pre list dead line). The crew list shall contain the ISAF Id and Sailor Classification Code and the nationality of each crew member plus the name (s) of the helmsma(e)n and shall be posted on the X35 Class Form with any not optional part fully filled.

Regarding the ISAF Regulation 22 (Classification Code):

- ◊ crew list deadline (22.4.1) is ____(b)_____ _____,
- ◊ crew classification protest time limit is ___(c)___ ____.
- ◊ the crew lists will be published on the official notice board not later than _____(d)___ _____

The Class Association and O.A. may publish the crew lists on the website prior to the beginning of event.

After deadline time ISAF 22.4.1, until warning signal of the first race, the change of crew shall be approved by the Race Committee. Thereafter, the Jury (this changes the class rule C.2.1.) may approve crew substitution only if requested in writing by Owner or by any other person in charge, not later than 2.30 hours before the warning signal of each day of race. Substituted crew members shall not race on another yacht for the remaining races.

Notes
(a) 3 weeks before the starting of event.
(b) first day of event (Registration, Measurements) 9 a.m.
(c) the day before the first official race 10 a.m.
(d) after (a) and at least 24 hours before (c).

PREAMBLE

A spreadsheet has many advantages by comparison to a handwritten form:

- no reading mistakes,
- less work for O.C. to prepare list and check (Official Notice Board, X-35 ICA, ISAF classification code Regulation 22).

INSTRUCTION

Owner (or any other person in charge)

The owner (or any other person in charge) is responsible for:

- filling of spreadsheet,
- saving file with name of the boat or hull number (e g X-35 crew list hull 000 instead of X-35 crew list to fill)
- dated and signed Crew List Form (output printed)
- sending both Crew List Form (output printed) and the saved file to O.C. before crew list deadline (ISAF Regulation 22 Classification Code)

There are 12 input row for each member of crew (including reserve) and 8 columns (7 mandatory and 1 optional). There's also an optional column for unofficial pre weight.

Indications for the correct filling of the spreadsheet: ISAF (classification group of sailor - see Regulation 22) and Role are input conditioned fields, use arrow menu on the right.

Remember: a sailor with no classification or with classification expired is NC (not classified), Owner/Helmsman or Helmsman are categorized in X-35 Rules Class (C.2.3.).
N° of License from MNA (ISAF Member National Authority) is only for country that use it.

O.C. Organizing Committee
OC is responsible for:
- Before the crew list dead line:
    - sending the .xls file to all registered boats
    - checking .xls file received at pre list dead line
    - sending a notice to all defaulters boats (no file, incorrect or incomplete filling)
- After the crew list dead line:
    - checking dated and signed output printed Crew List Form and its correspondence with .xls file. Remember there must be only one copy (no photocopy). <u>All changes on the crew list will be hand-written and signed (under authority of R.C)</u>. This makes controls easier.
    - checking compliance with the class rules C.2 (The crew, minimum 5 persons, shall consist of no more than 2 persons either unclassified or classified Group 3. All other crew shall hold a valid Group 1 classification. The Owner-Helmsma(e)n and/or the helmsma(e)n are in the list of approval helmsmen published on the class association website)
    - checking license from MNA (ISAF Member National Authority). Only for countries that use it
    - preparing a list of all crews and publish it on the official notice board
    - preparing the warning notice for not eligible boats with problems on crew list and publish them on the official notice board

Weight control of competitors
The official personal scales must be available to the competitors (weight personal check).
The official notice board must have timetable for official weight.
The official weight starts after crew list dead line.
There has to be a person (s) in charge for official weight.
The person in charge must verify the crew members identity.
The official weight is only for crew members of eligible boats. The other crew members (not eligible boats) may have official weight with the approval of the Race Committee.
A crew member has the right to check the weight several times, if she/he approves it, the person in charge on the weight station will fill and sign the Crew List Form (output printed).
A crew member must have the official weight in prior to the start of a regatta.
When all the members of the crew have been weighed, the person in charge of the weight will calculate the total weight. The maximum weight of the crew must respect class rules C.2.2 (640 Kg).

MINOR EVENT AND CLUB RACE
The Crew List Form (output printed) can be hand-written in minor events and club race.

X-35 crew list form to fill - INPUT FIELDS

Instruction

This is a protected spreadsheet. Only the yellow fields will be used for input

N° of License from MNA (ISAF Member National Authority). Only for countries that use it

Yacht Club is optional **Event**

Sailor ID's corrisponds to ISAF Sailor Identity **Yacht's Name**

ISAF and Role are input conditioned fields, use arrow menu on the right **Sail number**

ISAF is the classification group of sailor **Hull Number**

Classification Expiry (dd/mm/yy)

The column of the pre-weight (light blue) is intende as a help for the owner.

 The official weight of crew should be taken by O.C. in Crew List Form (output printed)

Name	Surname - Family Name	Role	N° of License	Yacht club	Sailor ID's	ISAF	Classification Expiry	Pre-Weight

Total pre-weight

After filling the input fields you have to:

◊ **Save this file as name of the boat or hull number (e g X-35 crew list hull 459 instead of X-35 crew list to fill)**

◊ **Print Crew List Form. There will be 1 page (if there's more than 1 page, ->print preview ->fit to 1 page)**

◊ **Dated and signed Crew List Form (output printed)**

Send both Crew List Form (output printed) and this saved file to O.C.

Event
Yacht Sail Number   Hull N°
Crew list

Surname (Family Name) and Name	Role	N° of License	ISAF ID's	ISAF Class.	Weight Kg ,00	Checked by

Crew total weight   ………………………………………….   **Max 640 Kg**

I declare that the listed competitors fully comply with the crew limitations in the X-35 Class Rules and hold valid ISAF sailor classifications.

I further declare that the ISAF Sailor IDs shown next to the crew name are correct for that crewmember.

I have not made any financial or other arrangements that would invalidate, or are inconsistent with, a Group 1 classification held by a member of y crew.

I know of no reason why any of my crew's classifications may be incorrect and this declaration is true to the best of my knowledge and belief.

I am aware the false or deceiving information may be subject to a protest

Date _____   Owner's signature_____

rev. 2014